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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 23 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 47

STAT
 JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 6 NO CHANGE
 IN CLASS. _____ NEXT REV. _____ 09 13 Dec 79
 NO. FOR 8 REV. CLASS. _____
 I. SIGNIFICANT ITEMS - None
 II. OTHER ITEMS

25X1 A. PERSONNEL DISCUSSION WITH DEPUTY COMPTROLLER. At the request of _____
 Deputy Comptroller, _____ met and discussed the existing
 25X1 circumstances and intention of OTR to pick up _____ as Instructor
 (Finance) in the Basic School. _____ is most anxious to resolve this problem
 and expressed his intention to discuss the matter with the DTR.

25X1 B. WORK AND PAY SCHEDULES FOR _____ Recent changes in
 Federal regulations relative to overtime and premium pay schedules for _____
 have required that existing systems at _____ be re-analyzed as to their con-
 25X1 formance with systems in existence at _____ Personnel Section,
 in conjunction with _____ and Office of Personnel/PED officials, has completed
 preliminary work on the study.

25X1 C. TRIP TO _____ on 17 November to
 follow-up on the placement of several employees recently assigned there. He spent
 some time discussing procedures and problems with the Personnel Officer at _____

25X1 D. _____ LANGUAGE AND LINGUISTICS, CONTRACT.
 The revised contract was signed by the contractor and returned to the Agency con-
 tracting Officer.

E. REGISTRAR ACTIVITIES.

1. The date for the first Clerical Refresher Course in 1956 has
 been changed from 3 January to 9 January. Testing will be held on
 5 January.

2. _____ returned from LWOP Monday, 21 November 1955.

F. MATERIEL REQUIREMENTS. Forecasts of materiel requirements for fiscal
 years 1957 and 1958 have been received from all OTR components. These requirements
 are being consolidated for submission to the Office of Logistics on 23 November 1955.

G. SAFEHOUSE FURNISHINGS. The A&E Staff recently changed the location of its
 safehouse. Acquisition of the new safehouse, which is larger than the old, entailed
 the procurement of additional furniture. A requisition for such furniture was pre-
 pared and submitted by the Supply and Services Section/TR.

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H. NEW OTR SPACE. On 22 November 1955, OTR began occupancy of Rooms C-10-A, C-10-B, C-10-c, and C-14, [] These rooms will be used by LETS as classrooms. Telephone service for this area has been limited to one [] line. The number on that line is []

I. BUILDING ALTERATIONS. Work was completed on the enlargement of the vault on the stage of the Auditorium, R & S Building. Room 2008, Alcott Hall, has been converted into a vault for use of the Intelligence School. All work was completed during the week ending 18 November 1955.

J. OTR TELEPHONE CHANGES. The telephone systems of the Plans and Policy Staff and the Language and External Training School have been redesigned to provide more service and greater flexibility. Work on the telephone system for the Plans and Policy Staff was completed during the week ending 18 November 1955. Language and External Training School installation will be completed during the current week.



M. [] Weekly report of the utilization of [] facilities for the period 16 through 22 November 1955 is attached.

III. PERSONNEL ITEMS.

A. [] has been ill with influenza since 14 November. The latest word about her condition is that she is improving, but her doctor advised her not to report to work until the first of next week.



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